**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Humanitarian Manager |
| **Company:** | Self Help Africa |
| **Department:** | Programme |
| **Location:** | Dublin |
| **Contract Type** | Three-year fixed term– travel up to 30% |
| **Salary Range:** | €50,000-€58,000 |
| **Reports to:** | Programmes Director |
| **Job Purpose:** | Develop Self Help Africa’s humanitarian expertise and grow donor funded humanitarian responses. Increase SHA’s profile as a humanitarian actor, growing humanitarian funding and supporting the country offices to develop humanitarian expertise through training, responses and engagement with key humanitarian actors in each country. |
| **Key Responsibilities:** | The Humanitarian Manager is responsible for all aspects of Self Help Africa’s humanitarian work. These responsibilities include:   * Developing and overseeing the implementation of a three-year humanitarian plan; * Assess capacity gaps in humanitarian response at head office and county office (CO) level; * Supporting the COs to develop skills in relevant areas such as cash programming, supporting the development of refugee livelihoods, etc.; * Supporting annual budget preparation; * Working with the Programme Funding, Programme Support and country offices on the preparation of proposals for donors, * Supporting COs on reporting to donors on humanitarian work; * Working with SHA’s technical team of advisors in agriculture, nutrition, gender and inclusion, M&E, enterprise to develop appropriate programme methodologies for humanitarian contexts; * Working with the Compliance and Finance Manager to ensure the appropriate policies and procedures, including those relating to safeguarding, are in place, complied with and regularly reviewed against best practice; * Advising the SMT on trends, pending crises, humanitarian standards, and sectoral coherence/opportunities with SHA’s current work; * Having a good understanding of SHA’s development, private enterprise and other work and how that may be leveraged for humanitarian purposes; * Working with senior management and the communications team on messaging, public campaigns, etc. * Security: advising the senior management team and country on security and ensuring that humanitarian and other related staff are adequately trained on security; * Risk: supporting the SMT and country programmes on managing risks associated with humanitarian work, updating the Humanitarian Risk Register and ensuring its integration into the organisational Risk Register.   **Donors & networking**   * Networking with key humanitarian donors particularly Irish Aid, as well as key INGOs, etc.; * Represent SHA in Dóchas Humanitarian Working Group. * Support to the country programmes – regular visits, training, support via email/phone calls, etc;   **Emergency Response**   * Overseeing prompt responses to chronic or sudden onset humanitarian emergencies in country programmes; * Overseeing the ongoing development and refinement of processes and procedures underpinning effective emergency response, as well as adequate human and financial resourcing; * Supporting needs assessments and overseeing planning of responses; * Supporting SHA’s development of its capacity to implement crisis response with partners.   **Standards & Compliance**   * Ensuring that emergency response programme planning and implementation is in line with SHA’s standards, including donor compliance and accountability to beneficiaries, donors and other stakeholders; * Ensuring that SHA meets with global/sector standards such as Sphere; * Developing as necessary SHA’s own humanitarian standards.   **Training, development & capacity building**   * Providing technical guidance on humanitarian programme approaches, undertaking as required research and development of internal policy and guidelines; * Undertaking from time to time certain other tasks relating to SHA’s activities as requested, including strategic planning. * Build capacity and train staff to enable first phase response. |
| **Key Relationships:** | **Internal** – SHA Board, the SMT, Programmes team, technical team, country programmes;  **External** – donors, humanitarian networks, partner INGOs |
| **Qualifications/Knowledge and Experience** | **Personal specifications:**  **Essential:**   * Five year’s overseas experience in implementing humanitarian programmes, with at least three years of senior management experience; * Notable experience of deploying in response to rapid and slow onset emergencies, including in a programme lead role; * Experience supporting strategic programme development including successful proposal development for a wide array of humanitarian donors; * Experience in developing security protocols and in contingency planning; * Strong evidence of good interpersonal and communication skill; * Budgetary and financial management skills; * Highly flexible and organised, able to manage multiple, simultaneous demands and willing to take on new tasks on an ad hoc basis; * Be able to work both on own initiative and as part of a team in a high-pressure environment while adhering to deadlines; * Strong theoretical understanding of the localisation agenda and experience of engaging and working with local partners, ideally including the development of partnership strategies for emergency response; * Experience of engaging with the cluster coordination systems and key international humanitarian networks; * Experience working with stakeholder feedback and complaints and response mechanisms. |

**Candidates must be entitled to work in Ireland at the time of application.**